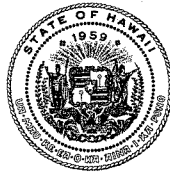


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January 1, 2009

**Motor Carrier Annual Financial Reports and  
Fee Frequently Asked Questions ("FAQs")**

**NOTICE: New for 2009**

**Carriers reporting PUC regulated revenues of more than \$1,000,000 shall file, HAW-PUC Form 03-020, revised 1/1/2009, by June 1<sup>st</sup> for each of the four calendar year period during which the Zone of Reasonableness remains in effect. In addition, HAW-PUC Form 03-010 must continue to be filed by April 30<sup>th</sup>.**

**Carriers with PUC regulated revenues of \$1,000,000 or less shall continue to file HAW-PUC Form 03-010 by April 30<sup>th</sup>. These carriers shall keep a completed copy of HAW-PUC-Form 03-020, revised 1/1/2009 at their place of business and shall be able to furnish a copy of this report upon commission request.**

**1. I have a CPCN from the PUC. What are the annual financial report and annual fee requirements?**

Hawaii Administrative Rules 6-62-42(a) states that, each motor carrier shall file an annual financial report of its operations for the previous calendar year by April 30 of each year, in a form prescribed by the PUC. Thus, both passenger and property carriers regulated by the PUC must file an annual financial report and pay a motor carrier fee using, HAW-PUC Form 03-010.

**In addition, all carriers reporting PUC regulated revenues of more than \$1,000,000 shall file, HAW-PUC Form 03-020, revised 1/1/2009 by June 1<sup>st</sup>.**

Also, Hawaii Revised Statutes (HRS) 271-36(a) mandates that every motor carrier pay on an annual basis, a motor carrier fee:

Every common carrier by motor vehicle and every contract carrier by motor vehicle, shall pay to the commission in April of each year, a fee which shall be equal to one-fourth of one per cent of the gross revenues from carrier's business during the preceding calendar year, or the sum of \$20 whichever is greater. Gross revenues include all revenues received from services connected with or incidental to the transportation of persons or the transportation of property, as defined under section 271-4.

Thus, the annual financial report and motor carrier fee requirement can be met by filing HAW-PUC Form 03-010 and paying the appropriate amount on or before April 30<sup>th</sup> of each year.

**2. When is the annual financial report and motor carrier fee due?**

The report (HAW-PUC Form 03-010) and fee are due on or before April 30<sup>th</sup> of each year. The gross revenues reported are based on the carrier's business during the preceding calendar year.

In addition, carriers reporting PUC regulated revenues of more than \$1,000,000 must file HAW-PUC Form 03-020, revised 1/1/2009, by June 1<sup>st</sup>.

**3. Are there any extensions to the April 30<sup>th</sup> due date?**

No. There is no extension of time to file the annual financial report or pay the motor carrier fee.

**4. Will I receive any advance notice when to file the annual financial report and payment of the motor carrier fee?**

In the past, the PUC sent a reminder notice and forms to all the carriers on or before February 1<sup>st</sup> of each year. **However, beginning 1/1/03, the PUC will no longer send a reminder notice or the requisite forms to the carriers.**

**5. How can I get the requisite forms to file the annual financial report and pay the motor carrier fee?**

All the following forms are available on-line at:  
<http://www.hawaii.gov/budget/puc/AFRPage.htm>

HAW-PUC Form 03-010 and instructions

HAW-PUC Form 03-020

Uniform System of Accounts - Passenger

Uniform System of Accounts - Property

Or by calling our office at (808) 586-2020

Neighbor island carriers may call their local PUC offices at:

Island of Kauai	274-3232
Island of Maui	984-8182
Island of Hawaii	974-4533

**6. What if I do not have access to the Internet?**

Public libraries may provide free computer and internet access to those who do not own a computer or have access to the internet. Please inquire at your nearest public library.

**7. The Commission used to require three different types of reports:**

**For Passenger Carriers:** HAW-PUC Form 92-010 (Class A), HAW-PUC Form 92-012 (Class B) and HAW-PUC Form 92-014 (Class C).

**For Property Carriers:** HAW-PUC Form 92-11 (Class A), HAW-PUC Form 92-013 (Class B) and HAW-PUC Form 92-015 (Class C).  
**What happened to these reports?**

Beginning 1/1/03, the Commission replaced the Class A, Class B and Class C reports with HAW-PUC Form 03-010. **Thus, all motor carriers are hereinafter required to file Form 03-010.**

**8. Now that the Commission does not require the carriers to file a Class A report, how must I keep my financial records?**

As was the case in the past, although the balance sheet and income statement are not required to be filed, it does not preclude you from keeping a set of books to account for your total operations which may include both PUC and non-PUC functions. If necessary, you shall be subject to an audit by the PUC.

**9. In what format does the PUC require me to keep my financial records?**

All motor carriers shall keep their records and financial reports prepared in compliance with the Uniform System of Accounts (USOA) for Passenger and Property Carriers.

**10. If all motor carriers are now required to file HAW-PUC Form 03-010, must I also file HAW-PUC Form 03-020?**

HAW-PUC Form 03-020 is available to all motor carriers to use as a guide in preparing their financial reports. All motor carriers, for each calendar year, shall prepare financial reports similar to HAW-PUC Form 03-020 and shall have this report, or similar report, completed by June 1<sup>st</sup> of each year and shall keep a copy of this report at the carrier's place of business. Each year, all motor carriers, regardless of revenue level, shall be required to furnish a copy of this report or similar report upon Commission request.

On 12/3/2007, the Commission issued Decision and Order No. 23862, in Docket No. 2007-0159, which stated that beginning with calendar year 2008, all carriers reporting PUC regulated revenues of more than \$1,000,000 shall file, HAW-PUC Form 03-020, by June 1<sup>st</sup> for each of the four calendar year period during which the Zone of Reasonableness remains in effect.

**11. How will the Commission know if my records and financial reports are prepared in compliance with the Uniform System of Accounts for Passenger and Property Carriers?**

Each motor carrier will be subject to an audit by the PUC.

**12. Do I still have to pay the Motor Carrier Fee and file an Annual Financial Report even if I did not generate any revenues?**

Yes, each carrier is required to file an AFR and pay a motor carrier fee of .0025 of gross revenues or \$20, whichever is greater.

**13. I used to file the Class A form, do I need to change my financial record keeping practices?**

Generally no, you can keep your records in the same manner. Instead of filing a Class A form, you can complete HAW-PUC Form 03-020. However, Form 03-020, is not required to be filed with the Commission but should be kept at the carrier's place of business and made available upon Commission request.

**14. Is there a due date for HAW-PUC Form 03-020?**

Yes, Form 03-020, or similar form should be completed and ready for Commission inspection, if requested, by June 1<sup>st</sup> of each year.

**15. What if I am not able to prepare HAW-PUC Form 03-020 or similar form by June 1<sup>st</sup> of each year?**

The PUC may institute necessary actions (i.e. order to show cause proceedings) which include, among other things, the imposition of civil penalties to motor carriers who do not prepare HAW-PUC Form 03-020 or a similar form by June 1<sup>st</sup> of each year.